

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1296 **TITLE:** CONTRACT ANALYST III **GRADE:** S-27

DEFINITION:

Under general supervision, supervises a team of professionals engaged in contract administration OR performs advanced specialized contract development, management and performance monitoring; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions in this class perform first line-supervisory contract administration or advanced specialized contract work/subject matter expert.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Supervises a team of professional staff engaged in contracts activities;
Prioritizes and manages contract workload for the work unit;
Provides technical assistance to contractors and program staff in implementation of client services;
Oversees and implements contract solicitations;
Oversees the monitoring of contracts;
Performs quality assurance activities related to contracts management;
Reviews staff work for accuracy and completeness;
Negotiates final contracts.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Considerable knowledge of the mission, goals and objectives of the organizational unit, program or activities to which incumbent is assigned;
Ability to manage and resolve conflicts;
Ability to supervise and lead assigned employees, including delegating and reviewing work assignments, providing coaching and guidance, monitoring and evaluating performance, and supporting training and development planning;
Ability to negotiate complex contract problems.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four year college or university with a bachelor's degree in business administration, public policy, public administration or a field related to the assigned functional area; PLUS
Four years of professional level experience in contract administration or a related field.

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CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Certain positions are subject to criminal history record checks and/or credit checks as a condition of employment and periodically thereafter, as determined by the department head. An applicant or an employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency. Applicants and employees within these positions must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED: December 14, 2012

ESTABLISHED: August 23, 2010